

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
May 4, 2009**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; KEITH R. LACASSE, SELECTMAN; JAMES DONISON, SELECTMAN

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Jan Snyder, Greg Begin, Carl Knapp, Pat Karpen

**7:00 p.m. Chairman Clow called the meeting to order.**

**DEPARTMENT HEAD** – Ms. Jan Snyder informed the Board that at an earlier meeting in was voted on by the Board to borrow up to \$1M for a TAN. Ms. Snyder said that all banks are doing TANs differently now. The form gets filed with the IRS, she was informed the IRS did not like the TAN for \$1M being out for the year. Ms. Snyder said the IRS feels the Board would technically be borrowing \$2 M dollars. Ms. Synder said Citizens Bank is offering 2.5% for any unused portion until you use it, but Northway has not changed their policy at all, and Bank of NH is doing the \$2 M as well. She is asking the Board to increase the TAN to \$2M, she said they are not going to use it all, just borrowing what they need until tax receipts come in June and then go out again in October until December's tax money comes in. Chairman Clow asked for clarification. Ms. Snyder said they are charging a 2.5% fee, technically the banks book shows them borrowing \$2M, there is a minimal fee which is a change of practice from previous years. Ms. Snyder has received rates from 2.4% to 2.85%, but wants the Board to give her the authority to go with \$2M so she can go with TDBankNorth. The town currently has \$1.1M, without tonight's Manifest. Ms. Snyder said they paid \$102,000 to John Stark and is assuming there will be more before the end of the year and \$700,000 to Weare School System. Selectman Lacasse, said it will work like a line of credit and they only pay on what is drawn.

**Chairman Clow moved, Selectman Lacasse seconded to direct the Treasurer or Deputy Treasurer to search for the TAN for \$2M. Passed 5-0-0**

**DECISION ON BRUSH/WOOD CHIPPER FOR HIGHWAY DEPARTMENT** – Mr. Carl Knapp informed the Board that FEMA completed assessing the damage from the ice storm and gave the paperwork to the Board. Mr. Knapp said they will receive 75% of that amount; which is roughly \$22,000. Chairman Clow said there is \$29,000 worth of clean up to be done and FEMA will reimburse at 75%. They will need to hold a public hearing to accept the funds.

Mr. Knapp said he is here to see how they are going to do the clean up; by renting or purchasing a chipper. Mr. Knapp said a lot of towns utilized the FEMA funds to purchase chippers. He has 2 quotes for 2 comparable units, MB Tractor and Equipment for a Brush Bandit with 175 hours for \$24,500 and the other is for a brand new Morbark model from Nortracks for \$26,795. Nortracks offers a replacement when the equipment breaks down, 1 year warranty, there is a warranty on the used one, but the new model offers an extended warranty with the deductible for 5 years. Mr. Knapp said they will get a trade in of \$1,000 - \$1,200 for the one they own. Mr. Knapp said both pieces are rated the same; disk chipper throws the chips further, drum not as far. Mr. Knapp is not recommending one over the other, said the advantage of the new one is the extended warranty with the deductible, they are both the same size 12 in chipper. It was discussed the extended service is at no additional charge, but they do not know the

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deductible. Mr. Knapp said they put 1,000 to 1,250 hours per year on most of their trucks. Vice Chairman Butt asked about the future maintenance cost on the equipment. Mr. Knapp said the maintenance would be knives and oil changes; \$200 per year, they sharpen the knives. Vice Chairman Butt said if they were to purchase the equipment then they have to recognize there will be maintenance funds needed. Mr. Knapp said they would not have to add additional maintenance cost in the budget because it won't cost any more than the one they have and there is sufficient money in the budget now to cover the maintenance. Selectman Donison asked if the Nortrack has the better warranty. Mr. Knapp agrees.

**Selectman Donison moved, Chairman Clow seconded to purchase the Morbark Model from Nortrack for \$26,795 minus the negotiated trade of \$1,200 for the existing chipper for a total of \$25,595 to come out of the Highway Tree Removal Line. Passed 4-1-0**

Vice Chairman Butt asked what line in the budget this purchase would come from. Mr. Knapp understands that Mrs. T. Connor was going to set up a separate line. Mr. Knapp said all their equipment is in CIP. Chairman Clow said the explanation the got from DRA would come out of the General Fund and if they were over budget at the end of the year the FEMA funds would be applied to it. Chairman Clow does not know where out of the General Fund it would come from. Vice Chairman Butt asked if there are no lines in Mr. Knapp's budget to cover this purchase. The FEMA grant money is in the General Fund, \$38,000. Mr. Knapp said the \$22,000 they will be getting will be going in the General Fund. Selectman Osborne asked how much it would cost to rent a chipper when needed. Mr. Knapp said \$2,750 a month, he will need it for at least 3 months to clean up from the ice storm, they always have brush chipping and chip all winter long. Chairman Clow said the closest line to take it from would be the equipment maintenance line. Vice Chairman Butt said they should be taking it out of the operating budget. Mr. Knapp said if they run over budget at the end of the year they could apply the money. Mr. Knapp said the only line in his budget to take from is the fuel line, because the cost of fuel has stayed lower. Mr. Knapp said which ever line, it will be over spent. Chairman Clow said to purchase it out of the fuel line would not be logical. It was discussed it could be put in the tree removal line. Vice Chairman Butt said this purchase is not based on the FEMA money, they hope to get through the year without needing to utilize that money. Mr. Knapp said they will have to hire out \$4,000-\$5,000 in some removal that they cannot do.

Vice Chairman Butt asked Mr. Knapp about the inspection machine status. Mr. Knapp said they will have it for September inspections.

Chairman Clow said he was asked by the Town Clerk to announce there is no additional fee for dog licenses before May 30<sup>th</sup>, but after May 30<sup>th</sup> there is a \$25.00 fine and \$1 per month thereafter.

**APPOINTMENT TO HERITAGE COMMISSION** – Chairman Clow asked Ms. Pat Karpen why she would like to take on this responsibility. Ms. Karpen said she has been struck and moved by the people in town and although she does not have time, was approached to join the committee and agreed. Ms. Karpen told the Board she has to research to be a valuable committee member. She feels it is useful, to maintain, when possible, graphic architecture for the town. Ms. Karpen said she believes the town has a rich history, is physically beautiful and should be nurtured and cared for. She has no personal agenda and would simply like to be part of identifying and cataloging public sites, work towards security funding, and educate people on the importance of preserving the town.

**Selectman Lacasse moved, Selectman Osborne seconded to appoint Pat Karpen for a three year term to the Heritage Commission. Passed 5-0-0**

Chief Begin gave the Board a package he put together to explain where he is in the budget. Vice Chairman Butt asked to confirm that they have 24 hour 7 day a week coverage. Chief Begin said yes. Chief Begin gave the Board breakdowns of where accidents occur and how many accidents in that location. Chief Begin said he broke down patrol coverage, and said effective May 29, the B-day shift position will be vacant. Chief Begin said patrol is their top priority and they took an officer of the day shift and put him on nights to keep the town safe. They currently have 2 part time and 1 full time vacancies and by making this scheduling change he hopes to eliminate overtime, other than vacation and sick time that will have to be covered. Vice Chairman Butt commented on how the shifts

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vary. Vice Chairman Butt said there is some overlap but there are not 2 officers on together at one time. Chief Begin said on the 3-11 shift they have 2 officers on duty. They have 3 permanent shifts and then the other officers bid for their shifts. Chief Begin said Officer Duffy will fill in vacations and possibly work the 3-11 shift when school is not in session. Chief Begin will be coming before the Board in 1-2 weeks with a part time officer to hire, he hopes to hire him part time and within a month or two put him on full time. Chief Begin discussed there are times when there is only 1 officer on duty, overlap 10 p.m. until 2 in the morning.

Vice Chairman Butt asked what shift causes the most overtime. Chief Begin said certainly not days, most of the over time is 3-11 or 11-7. Selectman Donison asked if Chief Begin advertised the position. Chief Begin said they are trying word of mouth, because they want a certified officer. Selectman Lacasse said they are over on the overtime line as of today and have to make that up and asked where the money will come from. Chief Begin said the majority will come from the part time officer line and the line of the vacant officer including insurances. Selectman Donison said a lot of the time in addition to the over time for patrol they are using the hours for detail. Chief Begin said the overtime is also because of details. Chief Begin said it is quieting down, but if there are trucks crossing the roads they call the department for coverage. Selectman Donison said last week there was an officer with 75 hours. Chief Begin said a lot of that is detail and the officers are used to it. Selectman Donison asked if there are other resources to get officers from. Chief Begin said they have called other towns for coverage. Chief Begin said to limit the number of hours an officer works would be a contract issue and have to be brought up during negotiations.

Chief Begin said there is 1 officer on during the day, 2 officers on 3-11 and 1 officer after 2 am. Vice Chairman Butt commented on dealing with officers on vacation and out sick. Chief Begin said they have a total of 7 officers plus 2 vacancies and on any given day there are 4 officers that cover 24 hours. Vice Chairman Butt asked Chief Begin how he solves the overtime. Chief Begin said this is a huge step, they have vacancies, unless they are going to stop covering shifts he has done everything he can to minimize, has not hired any one for the front office, he is working 60 plus hours a week, and he has not taken a vacation in 4 years. Chief Begin said his budget has been so consistently default, he does not know the answer, need to figure out how to get the town to pass something other than a default. Chief Begin commented on having a radar trailer that needs repair sitting at the safety complex because there is no money to fix it. Chief Begin said overtime would be for sickness or to cover vacations effective May 29<sup>th</sup> or emergencies until mid August. Chief Begin said when they need to cover a shift they do it with 8 hours of overtime and said if someone on the day shift is out, they do not cover it. If someone was out on Friday they would not cover because there is sufficient coverage. Vice Chairman Butt asked if the 60-70 hours of overtime they see every week is due to the vacancies. Chief Begin said there has been 104 hours average due to the vacancies, this should be gone after May 29<sup>th</sup> with the new scheduling. The tradeoff is that they are thinly staffed. Chairman Clow asked if Officer Nadeau still has to do his training. Chief Begin said he will in August.

Chief Begin gave the Board crime comparison reports which compare 2008 to 2009; accidents are down but everything else is up. Chief Begin said 1am – 4am is the quietest time in town. Selectman Donison said looking at the budget through April 30<sup>th</sup> they are 1/3 of the way through the year and they have expended a 1/3 of the budget, so they are on track. Chief Begin said starting May 29<sup>th</sup> the overtime will drop significantly. The Board discussed having Chief Begin come back before them in mid June. Vice Chairman Butt said he does not question the statistics, the problem he has is that at what point do they say they provide the same level of service and the heck with the budget. Chief Begin said the service is affected, but he does not want to affect it by shutting down. Chief Begin said they have drastically cut their services in coverage. Selectman Lacasse asked what happens when the office is closed and someone needs help. When no one is in the office, it goes to voicemail and says if it is an emergency dial 911. Chief Begin always has his portable radio. Selectman Osborne said she understands the details, but said it can't be justified in the overtime. Chairman Clow said they have to separate the details. The Board is concerned with an officer being over tired due to too many hours worked.

Vice Chairman Butt said given they have already over expended by \$50,000, even with shifting the times of the shifts at the end of the year they still will be over. Chief Begin said knowing they are averaging over 100 hours of over time per week, cutting it down to 40 hours per week would be a significant savings. Vice Chairman Butt is still

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concerned with coming in over budget by \$50,000 and asked what else could be done. It was discussed they need to hire part time officers to fill in. Chief Begin said if the proposed budget was approved it would have been more appropriately funded. The Board compared total cost for salaries to last year. Vice Chairman Butt mentioned rolling the Deputy Chief's salary into the part time officer's line. Chairman Clow said they did that to stay within the criteria of a default budget. Vice Chairman Butt said when they do the budget for next year they need to discuss providing the same level of service on a default budget. Chief Begin said the officers understand what needs to be done.

### MANIFESTS

**Chairman Clow moved, Selectman Lacasse seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated May 7, 2009. Passed 5-0-0**

Accounts payable	\$108,495.08
Gross Payrolls	\$37,168.10 (includes Spec Detail, Credit Union, Taxes)
	<u>\$22,678.09</u> (Accrual payout)
Total	\$168,341.27

### MEETING MINUTES

**Selectman Donison moved, Selectman Lacasse seconded to accept the minutes of April 20, 2009 as amended. Passed 4-0-1 (Selectman Osborne abstained)**

**Selectman Osborne moved, Selectman Lacasse seconded to accept the minutes of April 27, 2009 as written. Passed 5-0-0**

**REQUISITION PROCESS** – Vice Chairman Butt said in January the process was put into place requiring purchase requisitions to be approved by department heads and this is done with new requisitioning software that was installed on all computers. Vice Chairman Butt said Mrs. T. Connor said it is not working the way it should. Vice Chairman Butt said they need to take a look at the purchase order system that they put in place and decide whether they want to enforce it to happen that department heads must approve all orders. Vice Chairman Butt said the software allows them to know purchases that are being made but not yet accounted for (not paid yet). Vice Chairman Butt would like this on a future agenda to review the purchasing policy. Chairman Clow would like to have Mrs. T. Connor present to discuss the process.

**SECURITY BUTTON/PANIC BUTTON AT TOWN CLERK'S OFFICE** – Chairman Clow said Ms. Naomi Bolton investigated this request. Vice Chairman Butt said they initially looked into this for the Fire Department. It was discussed the Town Clerk's panic button actually dials the public line at the Police Department. Selectman Lacasse asked if there were any incidents to warrant this. Chairman Clow said when dealing with large numbers of the public there is always the chance for the needed security. Chairman Clow said they have an estimate to connect this into a burglary monitoring service and then contact the closest dispatch. The same company installed the same system in Henniker and installed the fire systems in the Town Office Building. There is a monitoring system fee. There is usually only 1 person on duty at the Fire Station. Vice Chairman Butt said the potential is always there in government buildings for concerns. Vice Chairman Butt would like to get something done soon and asked if it needs to go out to bid. Chairman Clow is unclear with the \$350 installation cost, is it the cost of labor or equipment. It was discussed it states installation of equipment. The monitoring fee is \$260 a year or \$240 a year for each location.

**Selectman Lacasse moved, Selectman Osborne seconded to approve the installation for security buttons at the Town Clerk's office and the Fire Department, with the installation to be done by Electronic Security Protection Inc. for \$700 with an annual monitoring fee of \$480, with the money for the equipment and installation to come from Government Buildings and Maintenance. Passed 5-0-0**

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**NO PARKING SIGNS AT THE TOWN HALL** – Chairman Clow said he received an email from Chuck Metcalf regarding the no parking signs at the Town Hall. Chairman Clow is in favor of eliminating some of the signs. The Board discussed leaving 3 signs.

**Selectman Lacasse moved, Vice Chairman Butt seconded to thin down the number of no parking signs at the Town Hall from its current number of 10 with Public Works removing the signs. Passed 5-0-0**

**INVESTMENT POLICY** – Chairman Clow said they will put this on the agenda for the next regularly scheduled meeting on May 18<sup>th</sup>.

**WELCOME TO WEARE SIGN REPLACEMENT** – Chairman Clow said the person who gave an estimate to the former Town Administrator to have the sign replaced called the Selectmen's office. It was discussed that the Chamber of Commerce or Economic Development Committee would be looking into this. Chairman Clow thinks the signs could have been made by Granite State signs. The Board will ask Naomi Bolton to get quotes on replacing the sign.

Chairman Clow mentioned Donna Meuse asking for a second connection to the internet in her office. Chairman Clow spoke to Rick Pitts about the request, who thought it would be fairly simple to add a switch to the current box. It was discussed since Rick Pitts was in last week, Ms. Meuse does not have an internet connection.

Chairman Clow said they have information from Ms. Meuse concerning the health alerts for the swine flu, which are available in the Welfare/Health office.

**Chairman Clow moved, Selectman seconded to enter into non public session @ 9:05 p.m. pursuant to the authority granted in RSA 91-A:3, II (a & c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

**Selectman Lacasse moved, Selectman Donison seconded to come out of non public session @ 9:13 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes Passed 5-0-0**

## **CORRESPONDENCE**

**Motion to adjourn at**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary